

SAMPLE MESSAGE FORM #2

T O P S E C R E T

FROM: OPCEN

25X1A TO: IMMEDIATE DIRNSA

TOP SECRET [REDACTED] CHANNELS. CITE OPCEN _____

TOP SECRET PROJECT IDEALIST

1. MISSION L027A ALERTED FOR 6 JANUARY ZULU DATE.
2. DEPART RAMEY AFB, PUERTO RICO AT 06/1300Z
3. FOLLOWING COORDINATES OF INTENDED TRACK:

A. 1230N 06800W	E. 0740N 06515W
B. 1150N 06930W	F. 0830N 06318W
C. 1058N 06943W	G. 0853N 06128W
D. 0932N 06750W	H. 1130N 06200W
4. ENTER HOSTILE TERRITORY 1058N 06943W AT 06/1512Z
5. EXIT HOSTILE TERRITORY 0853N 06128W AT 06/1643Z

END OF MESSAGE

PROJECT HEADQUARTERS
DIRECTIVE 50-10-7

OPERATIONS
20 June 1966

Supersedes OPL #24 dated 14 July 1961

COMMANDER'S REPORT

1. PURPOSE:

To establish the requirement for submission of a monthly Commander's Report.

2. RESPONSIBILITY:

The Commander of each permanent IDEALIST Detachment is responsible for ensuring compliance with the provisions of this Directive.

3. PREPARATION AND SUBMISSION:

a. The report will be prepared as of 2400 hours local time on the last day of each month and submitted not later than the fifteenth day of the following month.

b. Original and three copies will be pouched to Project Headquarters.

4. GENERAL:

a. Although the report is not intended as a monthly history of the Detachment it can provide a permanent record of important activities of the Detachment.

b. The report is not intended as a vehicle for surfacing new problem areas which should have been reported by message as they were identified. The report can and should be used, however, to report those problems which have been previously reported and for which no satisfactory corrective action has been initiated.

c. The types of information to be included in Part I of the report are discretionary with the Detachment Commander. Generally speaking, the report should include important items of information not previously reported and those which the Detachment Commander considers worthy of repetition. Additionally, repetitive occurrences which are indicative of a

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developing trend and which might not be readily apparent to Project Headquarters, by a reading of daily message traffic, should be included.

d. Part II of the report will contain a compilation of statistical data. Although most of the data contained in this part of the report will have been made available to Project Headquarters by daily message traffic, inclusion will provide a means for verification of Headquarters' records as well as permanent, readily available source of information at Headquarters.

e. The Attachment illustrates the desired reporting format and contains items of information, extracted from previous reports, which may be used as a guide for the preparation of future reports.

f. Detachment Commanders are authorized to make changes in report format as necessary to meet local conditions.



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Attachment:
Format and Sample Report

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